

Minutes of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

Tuesday, August 8, 2023 at: 6:00 PM

- **Present:** Diane Robillard (chair), Alan Benkert, Julie Stoken, Mary Cikatz, Maureen Collins
 - Shannon Henson (Library Director)
 - **Absent:** Dee Doolittle
 - **Guests:** Bart Drennan
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1. Call to Order by chair Diane Robillard at 6:00 PM
 - a. Pledge of Allegiance
 - b. Additions to the Agenda – under new business, 7b
 2. Public Comments/Correspondence - none
 3. Approval of Minutes of July 11, 2023 – **M/S Alan/Maureen to approve as written – 5/0**
 4. Reports of Board Officers
 - a. Chairperson – Diane Robillard
 - i. Checking with town just about every day as to whether attorney has checked the revised library policies – hopefully, next month, we will hear
 - ii. Assessment tool from CT Library association about self-assessment of library board members, such as general knowledge, decision making, strategic planning, etc. – Diane will revise it to fit our library, and send it out to board members – Julie asked about waiting until after the election, but the board will have two new members – asked for motion for board to do a self-assessment
M/S Maureen/Alan, approved 5/0
 - iii. Diane and her husband have sold their home and will be moving; she will be resigning her position from the library board; September may possibly be her last meeting;
 - b. Secretary – Mary Cikatz – nothing
 - c. Treasurer – Dee Doolittle
 - i. \$114 for fee/fines, etc. for July
 - ii. Community Foundation at \$32,288.42
 - iii. Bozrah has been asked for a \$12,000 tuition to use the library, with the letter going to them on July 12th – per Shannon, First Selectman of Bozrah is very amenable to this, but won't know until the check is received from them
 - iv. **M/S Alan/Mary to accept treasurer's report, approved 5/0**
 5. Other Reports
 - a. Library Director– Shannon Henson
 - i. 127 signed up for summer reading program
 - ii. In July, 12 programs were offered to the community; 32 participants in the compost raffle; story time with Miss Tristan has a great following
 - iii. Two staff members were sent to two book repair classes
 - iv. Over 1,200 patrons in July!
 - v. Town Public Works will be repairing parts of the library, funded by ARPA
 - vi. Library will be closed September 7th and 8th for repair work

- b. Friends of the Salem Library (FOSL) – Bart Drennan
 - i. First level sort has been done; working on second level sort; getting ready for Lions Tag Sale on August 19th and 20th – smaller book sale, but does raise funds for FOSL; Bart is on Friends of CT Library board now;
- 6. Unfinished Business - none
- 7. New Business
 - a. Discussion of the CT Public Library Trustee Handbook
 - i. Alan mentioned that it's a 2019 version which is better than previous versions; does acknowledge that there are different variations of libraries; because we are elected officials, we are governed by the town charter; within the document are several things we could choose to do – we need to identify what we would want to do based on the staffing of the library; within the policies, it says the library director should write the policies, but that is not feasible base on staffing
 - ii. Other board members agreed with what Alan said; mentioned by Julie and Diane that there was no orientation when they became board members
 - iii. Diane suggested that FOIA information should be included with our policies; sees no need to join this organization (CT Public Library Trustees)
 - iv. Look at the next 4 chapters for the next meeting
 - v. **M/S Diane/Alan to have an orientation committee – approved 5/0**
 - b. Dress code for library
 - i. Shannon reached out to Preston to see about their dress code, especially about children keeping their socks and shoes on while in the library for safety
 - ii. Suggestion from Julie that Shannon write up a dress-code policy for the library, and bring it to the board – Shannon will speak to other local libraries, and Uncas Health and write up something to possibly add it to rules of behavior, or just have something from them about public buildings to be posted at the door
- 8. Agenda Items for Next Regular Board Meeting
 - a. Assessment Tools results
 - b. Orientation committee report
 - c. Election of temporary chairperson
 - d. Follow-up with Dress Code policy
- 9. Adjournment at 7:00 PM; **M/S Alan/Diane to adjourn – approved 5/0**

Respectfully submitted,

Mary Cikatz, Secretary

NEXT MEETING: Tuesday, September 12, 2023 at 6:00 PM